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Approved For Release 2001/08/10 : CIA-RDP78-05747A000500070003-5

1962

<u>No.</u>	<u>Date</u>	<u>Subject</u>
1	21 March 1962	Accountings and Authorizations
2	21 March 1962	Headquarters Regulation [REDACTED] Reporting of Conversations
3	3 April 1962	[REDACTED]
4	16 August 1962	Imprest Fund [REDACTED]
5	7 November 1962	Weekly Report No. 39, 2-7 November 1962 (Chief, Operations Support Faculty) Dealing with Travel
6	14 November 1962	Expensing of Prorated Quick Trans Charges Billed [REDACTED]
7	5 June 1962	Travel Advances
8	7 Aug 1962	Memorandum from Acting Chief, Support Staff, NE Division dated 17 May 1962, Subject: Financial Planning Procedures in the Development of Non-Official Cover Activities

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TITLE: (INDEX, 1962, ORGANIZATION & MANAGEMENT)

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EXTENDED BY [Signature]  
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ORIG COMP 38	OPI 38	TYPE 30
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**Next 2 Page(s) In Document Exempt**

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DATE: Approved For Release 2001/08/10 : CIA-RDP78-05747A000500070003-5

INDEX:

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TO: Comptroller

FROM: Deputy Director (Support)

SUMMARY: Travel Advances

FILED: Travel 6 -- Policies and Regulations

INDEXER: (No. 6 - dated 5 June 1962)

REMARKS:

DOC	18	REV DATE	27-3-80	BY	029725
ORIG COMP	38	OPI	38	TYPE	05
ORIG CLASS	M	PAGES	1	REV CLASS	V
JUST	---	NEXT REV	---	AUTH	EN 70-2

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DATE: Approved For Release 2001/08/10 : CIA-RDP78-05747A000500070003-5

INDEX:

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TO: Chief, Finance Division

FROM: Chief, FD/O&L

SUMMARY: Expensing of Prorated Quick Trans Charges Billed by

[REDACTED]

FILED: Travel 6 - Policies and Regulations 1962

INDEXER:

REMARKS:

DOC	19	REV DATE	27-3-80	BY	029725
ORIG COMP	38	OPI	38	TYPE	05
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JUST		NEXT REV		AUTH:	FR 10-2

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**Next 1 Page(s) In Document Exempt**

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16 August 1962

MEMORANDUM FOR: The Comptroller

SUBJECT : Imprest Fund - [REDACTED]

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REFERENCE : Memorandum for Chief, Finance Division from Acting Assistant Director for Special Activities, Deputy Director, Research, dated 9 August 1962, Number OSA-0586-62

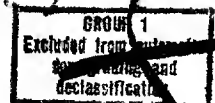
1. The referenced memorandum requested that the imprest fund for [REDACTED] be expanded beyond previous authorities principally to include the purchase of transportation for the offices of the Director, Central Intelligence, the Inspector General, and the Deputy Director, (Support). (See paragraph 3 of the memorandum.)

2. The four references covered by the memorandum to the Finance Division represent the initial approval by the Comptroller of \$2,600, an increase to \$6,000, an increase to \$10,000 and approval increasing the fund to \$20,000. The approval also incorporated certain changes for which the fund would be utilized but did not cover the purchase of transportation for the purposes indicated in paragraph 3 thereof. Copies of the references are on file in your office.

3. The question of authority was raised by the Audit Staff, in that the fund was being utilized for these purposes. Recognition was also given to the reimbursement aspects to the fund in that transportation purchased out of the imprest fund was, in effect, sold to the Central Processing Branch with the result that these transactions were actually not reflected in the records of the imprest fund nor approved or certified by the imprest fund Approving Officer or Certifying Officer. With repayment to the fund through the Central Processing Branch, the advances were then recorded in Agency records in the same manner as any other advance to a Staff Employee, and vouchers and accountings submitted were approved by the individual's respective component Approving Officer and certified by the Finance Division Certifying Officer. While the practice of reimbursing an imprest fund from another imprest fund is of itself inconsistent with good control, the fact remains that the services rendered by [REDACTED] are apparently more than satisfactory and the functioning and handling of the fund otherwise has been conducted properly. If this service is to be continued by [REDACTED] consideration might be given to the relative advantages of locating the services

DOC	21	REV DATE	27-3-80	BY	029725
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JUST	22	NEXT REV	2010	AUTH	HR 10-2

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and [REDACTED] in the Central Processing Branch instead of Special Activities, DD/R. However, if it is determined that the function is properly located in DD/R, we see no objection to the approval of use of the imprest fund as requested.

[REDACTED]  
Chief, Finance Division

Distribution:

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1 - Finance Div.



**Next 2 Page(s) In Document Exempt**



C-O-P-Y

BF 62-3470  
ER 62-1737  
DDP 2-1257

21 March 1962

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MEMORANDUM FOR: D/DCI, DD/P, DD/I, DD/R, DD/S, IG, AC/DCI, [REDACTED]  
Col. Grogan and [REDACTED]

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SUBJECT : Headquarters Regulation Number [REDACTED]

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The Director has asked me to invite to the attention of all addressees Headquarters Regulation Number [REDACTED] Reporting of Conversations.

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Whenever any Agency official participates in a meeting between the DCI or the D/DCI and any visitor from outside of the Agency, the Director desires that the Agency official present prepare a memorandum of conversation covering the substance of the conversation which took place between the Director or the Deputy Director, his visitor and the Agency official or officials, and any others who may be present. Such memorandums of conversations shall then be distributed as specified in section (2)(a) of HR [REDACTED]

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[REDACTED]  
Assistant to the Director

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CLASSIFICATION AUTHORITY 15 S © 2011  
DATE 10/8/81 BY [REDACTED] 061169

DOC 23	REV RATE 27-3-26	BY 029725
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JUST	NEXT REV	AUTH: HR 76-2

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INVOICE DIVISION  
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C-O-P-Y

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21 March 1962

MEMORANDUM FOR: Chief, AF Division  
THROUGH : SSA/DDG  
FROM : Acting Comptroller  
SUBJECT : Accountings and Authorizations

1. The Finance Division is finding it difficult to process many accountings from the Africa Division because certain project and agent accountings submitted for audit and certification are not the original accountings submitted by the agents concerned but are, instead, photo copies of their accountings from which true names have been excised. Further, such accountings are not being supported by receipts but by a statement that receipts are available in the AF/Office. Too, copies of cables and dispatches authorizing payments and adequate information on approved projects are not generally being received in the Finance Division.

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2. The Certifying Officer is, by Regulation, pecuniarily liable for all accountings certified. Therefore, we feel that all information available on such accountings and their authorizations should be made available to the Certifying Officer. This would enable the Finance Division to provide better and more timely support and provide the Certifying Officer the protection he needs in carrying out his responsibility. Finance Division personnel have been given Top Secret clearance and the facilities for safeguarding classified material in the Finance Division meets all security requirements. The dissemination of accountings and supporting material and authorizations is restricted to the Operations and Liaison section which deals with a particular operating Division. Subsequently, accountings and supporting material are forwarded to the Finance Division Registry and after a prescribed time, are forwarded to a restricted area permanent storage where access can be obtained only by permission of the Comptroller.

3. It is requested that the Africa Division provide the Finance Division with copies of all dispatches and cables authorizing the disbursements of funds, copies of correspondence to Field Stations dealing with Finance matters, approved project information dealing with Financial matters, and submit accountings as they are received (without change or excisions) from the agents or projects complete with supporting documentation.

DOC	24	REV DATE	27-3-80	BY	124725
ORIG COMP	09	OPI	38	TYPE	02
ORIG CLASS	5	PAGES	2	REV CLAS	C
JUST	22	NEXT REV	2010	AUT	NR 10-2

CONFIDENTIAL

4. In the event a particular operation appears to be so sensitive as to require retention of the accountings or supporting documentation in the operational files of the responsible operating component, there are four procedures that can be followed to permit processing of such accountings. Those procedures are set forth below and the Division should select the most suitable one for the particular activity concerned and advise the Finance Division of its decision.

(1) Perhaps the simplest is for the responsible operating component to permit the Certifying Officer to inspect the accountings and supporting documentation retained in the Division's files.

(2) R [REDACTED] paragraph 5e permits withholding receipts for operational reasons provided a recommendation to that effect by the Operating Official concerned, approved by the Deputy Director or his designee is submitted to the Finance Division.

(3) At the Certifying Officer's discretion, he may accept a certificate from the employee approved by the approving officer concerned to the effect that receipts were not submitted for security or operational reasons.

(4) Preparation of an Administrative Plan or a Fiscal Annex.

[REDACTED]  
Acting Comptroller

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1 - Comptroller  
1 - SSA/DDS  
✓ 1 - C/Finance  
2 - O&L

FD/O&L/EDO:pdh [REDACTED]

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